



DEPARTMENT OF THE NAVY

COMMANDING NAVAL RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5046

COMNAVRESFORINST 1510.11E
N001

COMNAVRESFOR INSTRUCTION 1510.11E

8 NOV 1999

Subj: APPLICATION FOR ATTENDANCE TO U.S. NAVY SENIOR ENLISTED ACADEMY
(USN-SEA) AND THE U.S. ARMY SERGEANTS MAJOR ACADEMY (USASMA)

Ref: (a) OPNAVINST 6110.1E
(b) NAVPERS 15909F (Enlisted Transfer Manual)

Encl: (1) Sample Letter of Application
(2) Sample Request for Training Orders (NAVRES 1571/15)
(3) Sample Command Endorsement
(4) Pertinent USN-SEA Dates
(5) Pertinent USASMA Dates

Purpose. To publish procedures for applying to the USN-SEA at the Naval Education and Training Center, Newport, Rhode Island and the USASMA at Fort Bliss, El Paso, Texas. Enclosures (1) through (5) are provided to assist in the application process. This instruction has been completely revised and should be read in its entirety.

Cancellation. COMNAVRESFORINST 1510.11D and COMNAVRESFOR NEW ORLEANS LA 140100Z Sep 99

Discussion

a. Both the USN-SEA and the USASMA programs are designed to provide an educational and intellectually broadening experience. The educational process relates to the "whole individual" and involves study of both military-oriented subjects and, in the case of USASMA, associated electives offered by local colleges.

b. A large portion of both curriculums are devoted to the study of individual and organizational behavior, leadership, personnel management, communications, and contemporary problems as they relate to morale and discipline. Other segments deal with world affairs and military management.

c. Both Academies provide training for E8 and E9 students from the Navy, Army, Marine Corps, Air Force, and Coast Guard. The USASMA also provides training to allied nation's senior noncommissioned officers.

d. USN-SEA

(1) The USN-SEA convenes five times a year, and offers a 9 week, 360-hour curriculum covering the following subjects:

- (a) Communications Skills
- (b) Leadership and Management
- (c) National Security Affairs
- (d) Navy Programs
- (e) Health, Physical Readiness and Sports

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(2) Each class has approximately 60 E8 and E9 students. Classes are subdivided into smaller working groups.

(3) Selectees are required to perform regular Physical Readiness Training (PRT) including completing the Academy's PRT (per reference (a)) as a requirement for graduation.

e. USASMA

(1) USASMA attendance offers the unique opportunity to pursue an Associate Degree through its Extension Studies Program. This mandatory program consists of college level courses presented by local colleges. These courses are conducted within Academy spaces during normal duty hours. Incoming students with more than 60 college semester hours must select from among several other extension study options. Successful completion of the Extension Studies Program is a graduation requirement.

(2) Each class has approximately 480 senior noncommissioned officers. Classes are subdivided into smaller working groups.

(3) The Academy presently conducts one, 9 month resident course and involves a permanent change of station move for selectees. Graduates are further assigned by Naval Reserve Personnel Center (N4) upon completing the course of instruction.

(4) Navy personnel selected for the USASMA must meet the U.S. Army's physical fitness test standards throughout their stay at the Academy to include completion of the Army's PRT as a requirement for graduation. Army standards mandate a two-mile run. All other standards are comparable to Navy requirements.

4. Eligibility Requirements for USN-SEA

a. Be either Selected Reserve (SELRES) or active duty within Commander, Naval Reserve Force (COMNAVRESFOR) claimancy.

b. Be an E8 or E9. Selectees for E8 must be frocked or advanced before the Class Convening (CLCVN) date.

c. Be recommended by commander/commanding officer/officer in charge.

d. Meet height/weight/body composition standards. Personnel who fall "just within" this minimum standard must take proactive/appropriate steps to ensure that they are comfortably within standards before reporting.

e. Be physically capable of performing regimented calisthenics, including running, and be able to participate in group or individual sports.

f. Have 24 months obligated service upon graduation or agree to extend enlistment to obtain the necessary obligation.

g. SELRES must be a minimum of 80 percent mobilization billet qualified. Waivers will not be accepted.

5. Eligibility Requirements for USASMA

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- a. Be an E8 or E9 on active duty in the Training and Administration of Reserves (TAR) program. Selectees for E8 must be frocked or advanced before the CLCVN date.
- b. Eligible Naval Reserve personnel assigned outside of COMNAVRESFOR claimancy must apply via their chain of command to the Navy Personnel Command (Pers-4010C) per chapter 9 of reference (b).
- c. Be recommended by commander/commanding officer/officer in charge.
- d. Have completed 19 months onboard present command by application due date.
- e. Meet height/weight/body composition standards. Personnel who fall "just within" this minimum standard must take proactive/appropriate steps to ensure that they are comfortably within standards before reporting.
- f. Be physically capable of performing regimented calisthenics, including running, and be able to participate in group or individual sports.
- g. Have 24 months obligated service upon graduation or agree to extend enlistment to obtain the necessary obligation. Waivers will not be accepted.

6. Application Procedures for USN-SEA

a. Qualified personnel should submit their application using the format in enclosure (1) of this instruction via the chain of command to: COMNAVRESFOR (N001), 4400 Dauphine Street, New Orleans, LA 70146-5046 by 31 October for the January, March and May CLCVN dates and by 31 March for the August and October CLCVN dates. Two selection boards per year will be held to select qualified candidates. Pertinent dates are noted in enclosure (4) of this instruction. Application packages must contain the following documentation:

- (1) Complete chronological list of all assignments/duties performed.
- (2) Copies of all Enlisted Performance Evaluations (NAVPERS 1616/24) and Fitness Report and Counseling Records (FITREP) (NAVPERS 1610/2) since advancement to E7.
- (3) Copy of Enlisted Summary Record.
- (4) Full length photographs in Service Khaki (front and side view, plain background).
- (5) Copies of Risk Factor Screening/Physical Readiness Test Results (OPNAV 6110/20) for past 4 years.
- (6) For active duty applicants, completed Enlisted Personnel Action Request (NAVPERS 1306/7). Ensure primary and alternate CLCVN dates are clearly stated.
- (7) For SELRES applicants, a completed Request for Training Orders (NAVRES 1571/15). Refer to enclosure (2) of this instruction as an example. Ensure primary and alternate CLCVN dates are clearly stated. SELRES

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applicants should contact COMNAVRESFOR (N001), DSN 678-5293 or commercial (504) 678-5293 should circumstances arise that would prevent their attendance at a CLCVN date previously applied for. Doing so will ensure that the selection board picks only those candidates, who if selected, can attend a requested date.

(8) For SELRES applicants, copy of current Reserve Standard Training, Administration and Readiness Support (RSTARS) Reserve Unit Assignment Document (RUAD).

b. In their endorsement, commands should take care to verify the completeness of all enclosures and provide all required information per the format in enclosure (3) of this instruction.

7. Application Procedures for USASMA

a. Qualified personnel should submit their application in the format contained in enclosure (1) of this instruction via the chain of command to: COMNAVRESFOR (N001), 4400 Dauphine Street, New Orleans, LA 70146-5046 by 30 January for the August CLCVN date. One selection board per year will be held to select qualified candidates. Pertinent dates are noted in enclosure (5) of this instruction. Application packages must contain the following documentation:

(1) Complete chronological list of all assignments/duties performed.

(2) Copies of all Enlisted Performance Evaluations (NAVPERS 1616/24) and Fitness Report and Counseling Records (FITREP) (NAVPERS 1610/2) since advancement to E7.

(3) Copy of Enlisted Summary Record.

(4) Full length photographs in Service Khaki (front and side view, plain background).

(5) Completed Enlisted Personnel Action Request (NAVPERS 1306/7).

(6) Copies of Risk Factor Screening/Physical Readiness Test Results (OPNAV 6110/20) for past 4 years.

b. Personnel may apply for no more than one USASMA CLCVN at a time. Application must specifically state desired CLCVN date. COMNAVRESFOR (N001) will maintain a current slate of selected applicants and will notify members of quotas as they open. If not selected, applicants may request their package be returned for review, update, and resubmission for a subsequent board.

c. In their endorsement, commands should take care to verify the completeness of all enclosures and provide all required information per the format in enclosure (3) of this instruction.

8. Selection

a. Eligible applicants for the USN-SEA and the USASMA will be considered by a selection board convened by the Naval Reserve Force Master Chief (COMNAVRESFOR (N001)). The board will recommend to COMNAVRESFOR (N00) a

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slate of candidates for the USN-SEA and a separate slate of candidates for the USASMA. Attendees will be announced by message. Nonselectees will not be notified.

9. Funding

a. Active Duty Selectees. If in the TAR program at projected rotation date, Commanding Officer, Naval Reserve Personnel Center, (N4) will fund the orders. If a TAR, Canvasser Recruiter or USN member assigned in the COMNAVRESFOR claimancy, and not at projected rotation date, COMNAVRESFOR (N001) will fund the orders.

b. Funding for SELRES selectees will be provided by COMNAVRESFOR (N001).

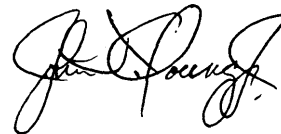
10. General Comments. Applications will be reviewed by the selection board on a comparative basis. The deadline for receipt of applications precludes their return if incomplete. Applications must be complete, concise, and accurate in every detail. Each applicant is responsible for ensuring that all documents accompanying their application are complete and correct in all respects.

11. Action. Addressees will ensure that the information concerning the USN-SEA and USASMA contained herein is brought to the attention of all eligible E8 and E9 personnel. Commanders, commanding officers, and officers in charge will expeditiously process all applications to ensure receipt by COMNAVRESFOR (N001) by the due dates contained in enclosures (4) and (5) of this instruction. Late receipt of applications may preclude consideration of highly qualified candidates.

12. Forms. The following forms mentioned within are available from the Navy Supply System using NAVSUP P600.

a. NAVRES 1571/15, Request for Training Orders, S/N 0117-LF-015-3900.

b. NAVPERS 1306/7, Enlisted Personal Action Request, S/N 0106-LF-013-0637.



J. W. YOUNG, JR.
Chief of Staff

Distribution: (COMNAVRESFORINST 5218.2B)

List B1

B2

C1 (less 26A1)

C2 (C61D only)

D

E6 (FJA8, FJA9 only)

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SAMPLE LETTER OF APPLICATION

(date)

From: ATCS John Paul Sailor, USNR(TAR)/USNR-R/USN/USNR (CANREC),
Social Security Number (SSN), Activity Assigned

To: Commander, Naval Reserve Force (N001)

Via: Commander/Commanding Officer/Officer in Charge, Activity
Assigned

Subj: APPLICATION TO ATTEND THE U.S. NAVY SENIOR ENLISTED ACADEMY (USN-SEA)
(OR) U.S. ARMY SERGEANTS MAJOR ACADEMY (USASMA)

Ref: (a) COMNAVRESFORINST 1510.11E

Encl: (1) Complete chronological list of all assignments/duties performed
(2) Copies of all Enlisted Performance Evaluations
(NAVPERS 1616/24) and Fitness Report and Counseling Records
(FITREP) (NAVPERS 1610/2) since advancement to E7
(3) Copy of Enlisted Summary Record
(4) Full length photographs in Service Khaki (front and side view)
(5) Copies of Risk Factor Screening/Physical Readiness Test
Results (OPNAV 6110/20) for past 4 years.
(6) (Active duty only) Enlisted Personnel Action Request (NAVPERS
1306/7)
(7) (SELRES only) Request for Training Orders (NAVRES 1571/15)
(8) (SELRES only) Copy of Current RSTARS RUAD

1. I hereby apply for consideration for the USN-SEA (or) USASMA and certify that I meet all the requirements of reference (a). Per reference (a), enclosures (1) through (will vary) are forwarded.

2. My date of birth is _____.

3. Ethnic Origin: (i.e., 3. Ethnic Origin: American Indian)

- a. American Indian/Alaskan Native
- b. Asian American/Pacific Islander
- c. Black (Non-Hispanic)
- d. Hispanic
- e. White (Non-Hispanic)
- f. Other/Unknown

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Enclosure (1)

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Subj: APPLICATION TO ATTEND THE U.S. NAVY SENIOR ENLISTED ACADEMY (USN-SEA)
(OR) U.S. ARMY SERGEANTS MAJOR ACADEMY (USASMA)

4. Education

a. Civilian Schooling

(1) Graduated from high school in _____.

(2) Satisfactorily completed General Education Degree (high school/college level) on _____ (add copy of certificate as enclosure).

(3) Highest grade of formal school attained _____.

(4) Attending night classes at _____ (add copy of transcripts as enclosure).

b. Military Schooling (if none, so state).

(1) Class A _____ from _____ to _____.

(2) Class B _____ from _____ to _____.

(3) Class C _____ from _____ to _____.

c. Completed Navy correspondence courses or DANTES correspondence courses, including completion dates (omit courses required for normal advancement).

5. Extra Curricular Activities

a. Sports and hobbies.

b. Civic involvement in positions of leadership.

6. A statement of my complete military service is as follows:

Branch	Enlistment Date	Extensions	Discharge Date	Active/Inactive
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7. A statement explaining reason(s) applicant desires training at the USN-SEA (or) USASMA.

8. This and subsequent paragraphs may contain any information considered pertinent by the applicant.

/s/ JOHN PAUL SAILOR

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Enclosure (1)

REQUEST FOR TRAINING ORDERS

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COMNAVRESFORINST 1571.7G

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 U.S.C. 301 departmental regulations. The principal purpose is to enable you to make known your desire for training duty. The information will be used to assist in determining your eligibility for and approving or disapproving the training duty being requested. Completion of the form is voluntary, however, failure to provide the required information may result in delays, response to or disapproval of your request.

1. SSN 123-45-6789		2. GRADE ATCS (AW/NAC)		3. NAME (LAST, FIRST, MIDDLE) SAILOR, JOHN PAUL	
4. DESIG/NEC: 0000/0000		5. SEX: M	6. WORK PHONE: (555) 555-1111		7. HOME PHONE: (555) 555-2222
8. HOME ADDRESS: 4013 ARIZONA AVENUE PHOENIX, AZ 12345-6789 UNIT: NAS NORTH ISLAND DET 987 NAVAIRES SAN DIEGO UIC: 98787					
9. TYPE: <input type="checkbox"/> AT <input type="checkbox"/> IDTT <input checked="" type="checkbox"/> ADT <input type="checkbox"/> GROUP <input type="checkbox"/> IADT <input type="checkbox"/> INVOL <input type="checkbox"/> NON-PAY <input type="checkbox"/> MOD <input type="checkbox"/> BACK-TO-BACK					
10. A. REPORT DATE: (CLCVN DATE) TIME: 0700		B. NUMBER DAYS: AT _____ ADT 64 IDTT DAYS: B _____ A _____		C. DESTINATION LOCATION NETC NEWPORT UIC 62661 COURSE: CDP 819T USN-SEA /CIN P-000-130 COURSE: NAME _____	
11. DESTINATION COMMAND CONTACTED: YES <input type="checkbox"/> NO <input type="checkbox"/> POC _____					
12. TRAVEL ITINERARY: DESIRED DEPARTURE: (DATE PRIOR TO CLCVN) DATE: _____ TIME: NET _____ NLT _____ AIRPORT: DEP _____ ARR _____ FOR AFLOAT: EMBARK: _____ DEBARK: _____			13. TYPE TRAVEL: <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OUTCONUS <input type="checkbox"/> NATO 1. <input type="checkbox"/> GTR Directed/Arranged by NAVPTO/NOLA Commercial travel will be arranged and furnished by NAVPTO NOLA unless one of the following options is justified and approved in Block 14 per COMNAVRESFORINST 1571.7G 2. <input type="checkbox"/> Govt. Transportation Directed/(Airlift/NALO) 3. <input type="checkbox"/> POV Authorized As Most Advantageous To The Government 4. <input type="checkbox"/> POV Authorized Not To Exceed GTR 5. <input type="checkbox"/> Transoceanic/International Travel 6. <input type="checkbox"/> Local Commute 7. <input type="checkbox"/> Program Manager Use Only 8. <input type="checkbox"/> Program Manager Use Only 9. <input type="checkbox"/> Program Manager Use Only		
14. JUSTIFICATION/REMARKS: SELECTION FOR ATTENDANCE TO USN-SEA ALTERNATE CLCVN DATES REQUESTED (IF APPLICABLE)					
STANDARDS OF CONDUCT/CONFLICT OF INTEREST STATEMENT: I understand that during my active duty, I am subject to Defense Department and Navy Department Standards of Conduct directives. I also understand that I am subject to the same standards of conduct directives during any time I am performing inactive duty (drills). I will, during any duty I perform take no action which will amount to or reasonably create the appearance of using any military position for personal gain or the benefit of my civilian employer. I will also refrain from using or reasonably creating the appearance of using information I obtain while on duty for personal gain or the benefit of my civilian employer. If events occur which might cast doubt on my ability to follow these standards, I will promptly notify my military superiors.					
15. DATE: (DATE OF APP)		16. APPLICANT'S SIGNATURE: <i>John Paul Sailer</i>			
CERTIFICATION - MEMBER IS FULLY QUALIFIED FOR REQUESTED DUTY AND MEETS THE HIV AND BODY FAT REQUIREMENTS AND ALL PREREQUISITES FOR REQUESTED COURSE.					
17. REPORTING/ADDITIONAL INSTRUCTIONS/TEXT CODE:					
18. APPROVED <input checked="" type="checkbox"/> DISAPPROVED <input type="checkbox"/>		UNIT CO/GCLO/OIC <i>A. B. Sea</i>		DATE: <i>Today</i>	
19. APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>		RESFMS SITE REVIEW		DATE: <i>[Signature]</i>	
20. REMARKS/DISAPPROVAL CODE:					

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SAMPLE COMMAND ENDORSEMENT

FIRST ENDORSEMENT on ATCS John Paul Sailor, USNR(TAR)/USNR-R/USN/
USNR (CANREC), Social Security Number, ltr of

From: Commander/Commanding Officer/Officer in Charge, Activity Assigned
To: Commander, Naval Reserve Force (N001)

Subj: APPLICATION TO ATTEND THE U.S. NAVY SENIOR ENLISTED ACADEMY
(USN-SEA) (OR) U.S. ARMY SERGEANTS MAJOR ACADEMY (USASMA)

1. Forwarded, recommending approval. The applicant is eligible in all respects and all required documents have been reviewed for completeness and accuracy. In addition, the following individual data has been taken from the applicant's service record:

- a. Date reported to this command
- b. End of Active Obligated Service/Expiration of Service
- c. Pay Entry Base Date/Active Duty Service Date (if applicable).
- d. Weight ; Height ; Body Fat Percentage (if out of height/weight standards) ; Date of Measurement
- e. Results of last Physical Readiness Test ;
Date

2. This and subsequent paragraphs may contain comments to identify the applicant's potential, special qualifications, demonstrated leadership, letters of commendation, and other such information considered pertinent by the endorsing officer.

/s/ ENDORSING OFFICER

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Enclosure (3)

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<u>CLASS NUMBER</u>	<u>CLCVN DATE</u>	<u>APP DUE DATE</u>
90	05 Jan 00	31 Oct 99
91	16 Mar 00	31 Oct 99
92	24 May 00	31 Oct 99
93	03 Aug 00	30 Apr 00
94	12 Oct 00	30 Apr 00
95	03 Jan 01	31 Oct 00
96	15 Mar 01	31 Oct 00
97	23 May 01	31 Oct 00
98	01 Aug 01	30 Apr 01
99	Oct 01	30 Apr 01
100	Jan 02	31 Oct 01
101	Mar 02	31 Oct 01
102	May 02	31 Oct 01
103	Aug 02	30 Apr 02
104	Oct 02	30 Apr 02

PERTINENT U.S. ARMY SERGEANTS MAJOR ACADEMY DATES**8 NOV 1999**

<u>CLASS NUMBER</u>	<u>CLCVN DATE</u>	<u>APP DUE DATE</u>
51	Aug 00	31 Jan 00
52	Aug 01	31 Jan 01
53	Aug 02	31 Jan 02